



UNION JOB DESCRIPTION

JD3861

JOB TITLE:	Cytotechnologist	JOB DESCRIPTION NO.:	60549
CLASSIFICATION:	Cytotechnologist P1	GRID/PAY LEVEL:	H-D-P1
COLLECTIVE AGREEMENT:	Health Science Professionals	HSCIS NO.:	35701
UNION:	HSA	JOB/CLASS CODE:	35701
PROGRAM/DEPARTMENT:	Laboratory Medicine; Anatomic Pathology, Cytology	BENCHMARKS (If Applicable):	
REPORTING TO:	Supervisor or delegate		
FACILITY/SITE:	VIHA Sites-SI(RJH)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

The Department of Laboratory Medicine, Pathology and Medical Genetics (LMPMG) is committed to enhancing patient care through the provision of consistently high quality laboratory services.

Reporting to the Supervisor or delegate and as directed by the Cytology Supervisor and Pathologists regarding technical and clinical matters, the Cytotechnologist performs established cytology laboratory procedures, including microscopic screening of non-gynecological specimens to detect malignant cells.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Performs processes and procedures according to established policies and standard operating procedures (SOP's).
2. Receives Cytology samples from a variety of sources and confirms sample acceptance. Documents and follows up on any discrepancies.
3. Microscopically screens non-gynecological cytology samples. Prepares reports for Pathologist interpretation and use in the Laboratory Information System.
4. Prepares samples for microscopic examination.
5. Sets up staining solutions; stains and coverslips specimens.
6. Assists Pathologist and clinicians with tasks related to fine needle aspirations procedures.
7. Prepares and documents samples for transport, within and outside of the Island Health.
8. Assesses the quality of all sections and stains performed, documents the results and performs remedial action as required.
9. Performs instrument maintenance; prepares reagents as required.
10. Participates in maintaining an inventory of supplies, reports deficiencies, and stores supplies when received.
11. Cleans and tidies work area according to departmental cleaning and safety procedures.
12. Reviews quality control results, conducts initial troubleshooting to diagnose problems, and reports equipment and

procedural problems/concerns to designated staff.

13. Participates in orientation of staff and demonstrates procedures.

14. Demonstrates procedures and techniques to students .

15. Keeps current in technological developments in the field by reading related literature and attending in-services and workshops as approved.

16. Completes internal and external competency assessments, such as those described in the Diagnostic Accreditation Program (DAP) standards, to maintain professional currency and improve the quality and safety of clinical care.

17. Participates in continuous process improvement and quality improvement activities, including but not limited to Patient Safety and Learning Systems (PSLS).

18. Adheres to safety requirements including but not limited to WSBC, Island Health practices and legislated requirements.

19. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Graduation from a recognized diploma program in Medical Laboratory Technology.

Completion of Diagnostic Cytotechnologist certification with the Canadian Society for Medical Laboratory Science (CSMLS) within the last two years or one (1) year recent, related experience within the last six years in the cytology section of the laboratory, or an equivalent combination of education, training and experience.

Skills And Abilities

- Demonstrated ability to communicate and deal effectively with patients/residents, families, staff, physicians, research staff, and other health care providers.
- Demonstrated current knowledge of cytology laboratory testing, techniques, methods and procedures.
- Knowledge of legislation and government policies and procedures related to laboratory technology.
- Demonstrated ability to work collaboratively as an effective member of an interdisciplinary team.
- Demonstrated conflict resolution, critical thinking and problem-solving skills;
- Ability to work independently, prioritize issues and workload, and complete assigned work.
- Ability to operate related equipment, including computerized information systems.
- Demonstrated ability to demonstrate procedures to other employees and students.
- Physical ability to carry out the duties of the position.